

ENGINEERING AIDE I

DEFINITION

Under immediate supervision, is responsible for assisting in the performance of field surveys, field investigations, leak location detection and/or other sub-professional engineering tasks; performs related duties as required.

EXAMPLES OF WORK (Any one position may not include all of the duties listed, nor do the examples cover all of the duties that may be performed.)

Reads maps, blueprints or plans; makes sketches and takes field inventory;

Operates air compressors, sledgehammers or various hand tools;

Operates gas or metal detectors;

Operates survey equipment such as levels, transits and measuring devices;

Operates testing equipment involving electrical measurements;

Investigates the operating condition of existing utility services;

Marks measuring points with marking crayon, paint sticks, scratches, tacks or stakes;

Maintains records of equipment and vehicle inventories; enters or edits data in the computer as necessary;

Conducts field investigations to resolve problems that occur during construction;

Investigates complaints or requests submitted by the general public, private industry and others;

Performs water flow tests; measures static and flow pressures; operates correlating device, amplifier and transmitter.

MINIMUM QUALIFICATIONS

Six (6) months of experience assisting with or performing sub-professional engineering work in field investigations, surveying, and/or leak detection

Possession of a valid motor vehicle operator's license.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of safety policies and procedures; skill in using gas or metal detectors; ability to calculate areas, volumes and quantities; ability to make accurate computations and concise, neat field notes; ability to read maps, plans, and working drawings; ability to operate surveying equipment; ability to maintain records including reports, maps or drawings; ability to prepare simple records; ability to lift, carry, push and pull approximately fifty (50) pounds; ability to work outside in all weather conditions; ability to enter confined spaces and/or utilize personal protective safety equipment during the performance of duties; ability to develop and maintain effective working relationships with others; ability to understand oral and written instructions; ability to write and speak effectively.

Probationary Period:	365 Days
Examination:	Competitive
Class Code:	1006
Job Family:	Applied Science
EEO Job Category:	Paraprofessional
Compensation Plan:	AFSCME
Salary:	Range 17-17
Class established:	04-08-63
Current spec:	10-30-00
Commission action taken:	Revise Retitle (Civil Engineering Aide I) 12/18/89
Last reviewed:	10-30-00